



FACTORY EVALUATION REPORT: SOFTLINES

Format Revision Number

12.

GENERAL INFORMATION					
Audit Date:	11-Nov-21	Auditor:	Potter Yang	UL Report #:	FR14081777.1.1.01
Supplier Name:	Glorious Home Co., Ltd.			Supplier Client Reference:	190893
Factory Name:	Shantou Jinxiang Craft Products Co., Ltd.			Factory Client Reference:	1-2171
Factory Address:	Jinyuan Industry Area, Xinxi Town, Longhu District, Shantou City, Guangdong Province			Country:	China
Product Category:	Others Textile products			Audit type:	Maintenance
Product Description:	Jewelry box, home storage items, home decoration items			Product Risk:	Low
Scope of Audit:	Die-cutting, Fusing, Gluing, Sewing, Assembling & Packing				
Factory Representative:	Ms. Silna Wong		Position:	Sales manager	

SECTION		SCORE					OVERVIEW
		Critical	Major	Minor	Satisfactory	N/A	Scoring
A	QUALITY MANAGEMENT SYSTEM (QMS)	0	5	2	8	0	53%
B	FACILITIES	0	0	2	6	1	85%
C	SUPPLY MANAGEMENT	---	2	2	6	0	59%
D	EQUIPMENT CONTROL AND MAINTENANCE	---	2	0	6	0	72%
E	CONTAMINATION CONTROL	0	1	3	17	3	85%
F	PRODUCTION SET UP	---	0	0	10	0	100%
G	PRODUCT CONFORMITY	0	0	0	24	18	100%
H	ADMINISTRATION AND TRAINING	---	0	0	7	0	100%
COMPLIANCE TO REQUIREMENT		0	10	9	84	22	83%

COMPLIANCE LEVEL	4	76%-90%
RISK LEVEL	2	HIGH RISK
OVERALL RATING	C	NEEDS IMPROVEMENT

Comments
<p>1. The main products in the factory were bags and jewellery box, and the main processes were: Die-cutting, Fusing, Gluing, Sewing, Assembling & Packing.</p> <p>2. The factory constitute of the first and second floors of the building D for production, warehouse and part of building E for office and sample room which located in the Jinxiang industrial park, and there was other factory rent in the same industrial park.</p> <p>3. Embroidering and silk screen processes were 100% sub-contracted if applicable.</p>

DOCUMENTS EVIDENCED				
No.	Document Type	When Supplied:		
		Before Audit	During Audit	Not Supplied
1	Organisation Chart for Site	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Site Plan / Layout	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Factory Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Quality Policy & Manual (QA & QC Process)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Product Risk Assessment & Critical Control Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Production Process Flow or List Of Key Steps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Softline Facility Technical Audit Check Points

Section	Clause	Judgement Criteria / Requirements	Checkpoints	Requirement Weighting	0	1	2	3	N/A	Severity of finding	Observation or Non-Conformance
QUALITY MANAGEMENT SYSTEM (QMS)	A01	Quality Manual and System	The facility shall establish and maintain comprehensive Quality Procedures, detailing all processes related to Product Quality.	CRITICAL				X		Acceptable	Quality manual, document and record control procedure, internal audit control procedure, non-conforming product control procedure, corrective and preventive action control procedure were established.
QUALITY MANAGEMENT SYSTEM (QMS)	A02	Quality Manual and System	The Quality Manual and system shall be reviewed regularly, (at least once per 12 months), The review process shall identify any new, updated or changed processes to new production items or production processes, and also take into account complaints or incidents with this or similar products and should reflect any changes in legislation.	medium				X		Acceptable	Records showed factory management reviewed its quality management system once per year, and last management review was conducted on 26-Oct-2021.
QUALITY MANAGEMENT SYSTEM (QMS)	A03	Quality Manual and System	Output and quality reports shall be regularly analysed (weekly or monthly) by management and corrective actions shall be determined and actioned when results are adverse to the facility's set targets.	medium			X			Minor	Annual output and quality analyse report was provided but without weekly or monthly analyse report.
QUALITY MANAGEMENT SYSTEM (QMS)	A04	Hazard Assessment & Risk Management system, and Critical Control Points (CCPs)	The facility shall have a Hazard Assessment and Risk Management system in place to ensure:- --All hazards to consumer safety, legality and retailer brand policies are identified, documented, implemented and maintained on the products and production processes. --The process should carried out by a suitably qualified person (either internal or external) with the cross-functional team --Any new, update or changes to new production items or production processes shall have a new risk assessment and Risk Management process completed.	CRITICAL		X				Major	The factory established the Hazard Assessment and Risk Management procedure and relevant records were available. But found: 1. Training records was not provided for the cross-functional team who conducted the risk assessment. 2. The factory did not conduct the risk assessment for JLP products.
QUALITY MANAGEMENT SYSTEM (QMS)	A05	Hazard Assessment & Risk Management system, and Critical Control Points (CCPs)	The Critical Control Points (CCPs) shall be Identified, controlled and documented as per the Hazard Assessment and Risk Management system. Those Critical controls should provide evidence of effective implementation and be well maintained.	CRITICAL			X			Major	The factory had key point control procedures but the factory did not identified all the CCPs such as the parameters of the auto gluing machine.
QUALITY MANAGEMENT SYSTEM (QMS)	A06	Hazard Assessment & Risk Management system, and Critical Control Points (CCPs)	The Risk Assessment shall be reviewed regularly, (at least once per 12 months) while the products are still in production. The review process shall identify any changes to the last assessment, shall take into account any complaints or incidents with this or similar products and reflect any changes in legislation.	medium	X					Minor	The risk assessment was not reviewed once per year.
QUALITY MANAGEMENT SYSTEM (QMS)	A07	Customer Complaint/ Recall Handling	All Customer Complaints shall be:- -- Recorded with appropriate actions taken -- Corrective Action Plan (CAP) should be taken place and documented. -- Those should be reviewed and approved by factory management team.	medium				X		Acceptable	Factory had written Customer Complaint Control Procedure and customer complaint records were available.
QUALITY MANAGEMENT SYSTEM (QMS)	A08	Customer Complaint/ Recall Handling	The facility shall establish and maintain an effective product recall procedure (between the client, supplier and facility if different business or locations).	HIGH				X		Acceptable	The factory had written recall procedure and relevant records provided.
QUALITY MANAGEMENT SYSTEM (QMS)	A09	Incident Management system	The facility shall establish procedures to ensure that customers are notified immediately should an incident take place, which has potentially resulted in an illegal or unsafe product being delivered to the customer.	CRITICAL		X				Major	Based on interview with the quality manager, the factory knew how to manage incident but written procedure for incident management was not available.
QUALITY MANAGEMENT SYSTEM (QMS)	A10	Health and Safety Policy	The facility shall develop, maintain and document a Health and Safety Policy:- -- which shall be approved by Senior Management. -- shall be available for all employees to reach and see. -- shall be in compliance with local legal requirements.	medium				X		Acceptable	Health and safety policy was established.

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QUALITY MANAGEMENT SYSTEM (QMS)	A11	Internal Audit	Is there evidence to demonstrate that the facility conducts effective Internal Audits of their Quality Management System and other internal processes on a regular basis? (can be conducted by external party) Does facility act upon the outcomes ? Internal audits should take place at intervals of less than 18 months	medium					X		Acceptable	Internal audit control procedure was established, and last internal audit records were available and latest internal audit was conducted on 17-Oct-2021.
QUALITY MANAGEMENT SYSTEM (QMS)	A12	Management Commitment	Senior Management shall review the Quality System on a planned, regular basis, taking into account company strategy, quality related feedback from customers and internal quality metrics	medium					X		Acceptable	Records showed factory management reviewed its quality management system once per year, and last management review was conducted on 26-Oct-2021.
QUALITY MANAGEMENT SYSTEM (QMS)	A13	Document Controls	A document control system shall be in operation. It shall include processes to control the approval, review, updating, change identification and obsolescence of documents (Any changes to controlled documents shall be authorised by the appropriate responsible person.)	medium					X		Acceptable	Document control procedure was established.
QUALITY MANAGEMENT SYSTEM (QMS)	A14	Traceability System	The facility shall have a system in place to enable all Good in & Goods out records, production data and quality checking reports from raw materials to finished products ex- facility, to be traced to a batch or order number	CRITICAL		X					Major	Identification and traceability control procedure was established. Sampling one order PO#JX16548, and found relevant production records and FQC records were traceable, but related IQC records and IPQC records were not available.
QUALITY MANAGEMENT SYSTEM (QMS)	A15	Traceability System	All goods whilst in production, assembly or finished goods shall be identifiable and a system in place to trace back to the batch of raw materials used	CRITICAL			X				Major	Most materials were identified with adequate information for tracing, but a lot of sewing threads and accessories were not labelled.
A		TOTAL:		15	0	5	2	8	0			53.1%

Section	Clause	Judgement Criteria / Requirements	Checkpoints	Requirement Weighting	0	1	2	3	N/A	Severity of finding	Observation or Non-Conformance
FACILITIES	B01	Internal Perimeter / External exposure of goods	The facility grounds, meaning within the facility perimeter and outside the facility buildings, shall be kept tidy and free from unnecessary items that could cause or encourage pest and other contamination issues	medium				X		Acceptable	The facility grounds were generally clean and tidy.
FACILITIES	B02	Internal Perimeter / External exposure of goods	The facility shall ensure that any raw materials, finished goods, packaging and equipment that is stored outside the production building or warehouse, must be stored or transported in a way that ensures there is no risk of contamination or deterioration. Product stored in this way must be inspected before going into production or being shipped.	HIGH				X		Acceptable	No materials, goods or equipment was stored outside.
FACILITIES	B03	Facility Building Maintenance, Reparation and legislation	The facility buildings shall be well maintained and in good visual state of repair, appropriate for the products being manufactured.	medium				X		Acceptable	The facility was well maintained and in good visual state of repair.
FACILITIES	B04	Facility Building Maintenance, Reparation and legislation	Walls, floors and ceilings shall be maintained and in good condition, appropriate for the activity being carried out, to prevent any foreign body risks or spoiling.	medium				X		Acceptable	Walls, floors and ceilings were well maintained and in good condition.
FACILITIES	B05	Facility Building Maintenance, Reparation and legislation	The facility shall be compliant with all applicable local building legislation.	CRITICAL				X		Acceptable	The building construction was compliant with the local legislation.
FACILITIES	B06	Security: Control of Access To Site	-- All site visitors, contractors and delivery drivers shall be required to sign in upon entry to the premises. -- At all times, appropriate measures to control access on site to high risk and secure areas shall be in place. -- Raw materials and finished goods shall be adequately protected from possible malicious damage.	medium				X		Acceptable	Access control procedure was established. High risk and secure area were controlled and relevant record were available.

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FACILITIES	B07	Materials and Finished Goods Storage	The facility shall not store any goods tight against the walls. They shall ensure that any goods stored on the floors shall have enough space around them to allow for pest inspection and QC checks. Any storage shall be in appropriate warehouse/storage areas in order to prevent and minimise contamination and damage.	medium			X				Minor	1/ Some raw materials were stored against the wall. 2/ Some finished products were stored on the ground directly.
FACILITIES	B08	Warehouse Management. Material Storage and Allocation	The facility shall have a policy / procedure to control the oldest materials being used first (FIFO) (Materials must be used within their shelf life, where applicable, a suitable control system should be in place to manage shelf life and special storage / usage instructions of raw materials.)	medium			X				Minor	FIFO policy was established, and incoming/outgoing records of materials were available, but a lot of sewing threads and accessories were not labelled.
FACILITIES	B09	Drains and Waste Water	Controls shall be in place to manage waste water and contamination. Appropriate controls shall be in place where risks have been identified.	HIGH						X		
B			TOTAL:	9	0	0	2	6	1			85.0%

Section	Clause	Judgement Criteria / Requirements	Checkpoints	Requirement Weighting	0	1	2	3	N/A	Severity of finding	Observation or Non-Conformance
SUPPLY MANAGEMENT	C01	Supplier / Materials Assessment	The facility shall have a documented supplier and sub-contractor approval procedure for raw materials, semi finished goods and services. (This assessment should be based on inspection & quality history, volume of goods supplied and dependency of the product and service.)	HIGH		X				Major	It was noted that the embroider and silk printing suppliers were not assessed.
SUPPLY MANAGEMENT	C02	Supplier / Sub-Contractor list	The facility shall maintain a list of suppliers and their current supply status, this should include historical data for a minimum of 12 months after becoming inactive. (This should include raw materials and semi-finished products either in stock or shipped which relates to a client PO or shipping inventory.)	medium		X				Minor	It was noted that the silk printing and embroider suppliers were not in the approved supplier list.
SUPPLY MANAGEMENT	C03	Supplier Tracking & Improvement	The facility shall establish and maintain a tracking and improvement follow up process for the return and rejection of goods or services from the suppliers / sub-contractors. Where performance issues are identified an appropriate CAP shall be in effect to ensure continuous improvement	medium				X		Acceptable	The facility had established and maintain a tracking and improvement follow up process for the return and rejection of goods or services from the suppliers.
SUPPLY MANAGEMENT	C04	Incoming Material Assessment	The facility shall establish and maintain clear work instructions and appropriate inspection criteria for effective QC of all incoming material / component / printing artwork.	medium				X		Acceptable	The factory had established the instruction for raw materials: (1) If client had designated inspection requirement, factory would fully perform the requirements. (2) The inspection instruction defined that the factory should conduct sampling inspection on fabric/ hardware/ packing material/ accessories material according to MIL-STD-105E, Level II, AQL: 0/1.5/2.5.
SUPPLY MANAGEMENT	C05	Incoming Material Assessment	The facility shall ensure that appropriate equipment is made available and maintained to allow for the QC of incoming raw materials, such as a light box, on site tests, weights and measures etc.	medium		X				Minor	The factory did not have light box for color matching.
SUPPLY MANAGEMENT	C06	Incoming Material Assessment	The facility shall ensure that the incoming QCs have an signed approval reference specification and samples for incoming inspection. (e.g. colour swatch, pantone, shade range, reference sample available and in place and appropriately stored)	medium				X		Acceptable	Approved material sample and specifications were provided to IQC for reference.
SUPPLY MANAGEMENT	C07	Incoming Material Assessment	Where applicable, testing reports shall be made available to the facility from their supplier for the materials received / goods in process. The facility shall establish and maintain a process and criteria to ensure the tests demonstrate compliance to the requirement / specification.	HIGH				X		Acceptable	For chemicals, 3rd party testing reports were provided by supplier.

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SUPPLY MANAGEMENT	C08	Incoming Material Assessment	The facility shall establish and maintain a process to check and record every batch of incoming materials / components. The facility shall ensure that only QC approved materials / components are released to production.	HIGH		X					Major	Random checked the purchase order (PO#JX16548) onsite, factory failed to trace out related IQC records and IPQC records.
SUPPLY MANAGEMENT	C09	Material Rejection	The facility shall establish and maintain a procedure to clearly identify and segregate rejected materials / components from acceptable materials. The facility shall ensure that separate storage areas for materials waiting for further actions are available and are used for the storage of the segregated items	medium					X		Acceptable	Non-conforming materials were clearly identified and segregated.
SUPPLY MANAGEMENT	C10	Material Rejection	The facility shall ensure that there is an effective process for final disposal of rejected material/components.	medium					X		Acceptable	The storage of non-conforming materials was set up, some non-conforming materials in the material warehouse were stored at the designated return area.
C		TOTAL:		10		2	2	6	0			59.1%

Section	Clause	Judgement Criteria / Requirements	Checkpoints	Requirement Weighting	0	1	2	3	N/A	Severity of finding	Observation or Non-Conformance
EQUIPMENT CONTROL AND MAINTENANCE	D01	Production Equipment requirement	The facility shall ensure that all equipment is capable of producing to the agreed specification. It must be maintained and in a good condition in order to prevent quality issues or risk of foreign body contamination.	medium				X		Acceptable	The production equipment was in good condition.
EQUIPMENT CONTROL AND MAINTENANCE	D02	Equipment Calibration	The facility shall ensure that measuring and monitoring equipment critical to product safety, legality and quality, which has been identified by risk assessment, must be checked for accuracy and calibrated to national standards where applicable. Calibration results shall be recorded at pre-determined frequencies, dependent upon risk and volume.	HIGH				X		Acceptable	
EQUIPMENT CONTROL AND MAINTENANCE	D03	Equipment verification	The facility shall ensure that all Critical equipment be verified and checked and recorded, at a minimum in accordance with manufacturers guidelines. Verification checks will depend on Risk, CCP's and Volumes. Checks must be appropriate.	HIGH				X		Acceptable	Machine maintenance plan was established. Daily checking records for all production machines were available.
EQUIPMENT CONTROL AND MAINTENANCE	D04	Preventative Maintenance	The facility shall establish and maintain a Planned Preventative Maintenance Program (PPM) which is based on risk assessment. The facility shall ensure that the parameters and settings of the production machinery conforms with the defined procedure and requirements.	medium				X		Acceptable	Machine maintenance schedule and maintenance records were well maintained.
EQUIPMENT CONTROL AND MAINTENANCE	D05	Engineering Work environment	The facility shall ensure that maintenance work areas shall have good standards and strict housekeeping policies to ensure there is no risk of product contamination.	medium				X		Acceptable	Machine maintenance work area was acceptable.
EQUIPMENT CONTROL AND MAINTENANCE	D06	Maintenance Tools	The facility shall consider tools as Foreign Bodies. The Facility shall establish and maintain a policy for the maintenance, replacement and, where necessary, investigation process of a tool or part of a tool that's missing. (check out - check in). Records should be kept for compliance. The policy shall also apply to visitors and contractors working onsite.	HIGH	X					Major	It was noted that the factory did not consider tools as foreign bodies. And no records for tool check out - check in.
EQUIPMENT CONTROL AND MAINTENANCE	D07	PPE Procedure & Policy	The facility shall establish and maintain a policy / procedure to clearly define the use of personal protective equipment (PPE). The facility shall ensure sufficient instruction and training for workers. The facility shall maintain records of the training given.	HIGH				X		Acceptable	There was a clearly defined PPE policy and records showed employees were trained on PPE policy.

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EQUIPMENT CONTROL AND MAINTENANCE	D08	Use of PPE	The facility shall ensure that appropriate PPE is made available and unrestricted. The facility shall ensure it is used by the appropriate workers and that there are sufficient quantities of the PPE available at the applicable work stations / areas.	HIGH		X						Major	It was noted that workers who used chemicals did not have proper PPE. Such as the gluing worker did not wear active carbon mask and the workers who used thinner for cleaning did not wear active carbon mask and rubber gloves.
	D		TOTAL:	8	---	2	0	6	0				72.4%

Section	Clause	Judgement Criteria / Requirements	Checkpoints	Requirement Weighting	0	1	2	3	N/A	Severity of finding	Observation or Non-Conformance
CONTAMINATION CONTROL	E01	Sharp Object and Metal Control	The facility shall establish and maintain a metal / sharp object control procedure:- -- The policy shall cover all the production processes, including sampling, material receiving to packing and sub-contracting. -- all the sharp tools are accounted for and controlled. -- ensure that Issue and Return records are maintained to demonstrate compliance. -- sharps tools are checked upon return for intactness, colour coded, tethered to work station etc and any other suitable control mechanism. -- for those stationary work station, sharp tools should tied up at fixed positions.	HIGH		X				Major	Sharp tools control procedure was established, the issued and returned records of sharp tools were provided. But it was noted that some scissors were not tied to the workbenches and break away blade was used in the factory.
CONTAMINATION CONTROL	E02	Sharp Object and Metal Control	The facility shall ensure that, in the event of a lost or broken tool, appropriate actions are taken to find the missing item. All log sheet records shall be retained.	medium				X		Acceptable	Missing sharp tools investigation policy was available.
CONTAMINATION CONTROL	E03	Needle Control (Where Applicable)	The facility shall establish and maintain a needle control policy as below:- (This will only apply for those factories where needles are used in this, or other production lines) -- there shall have a locked needle storage area and control by an appointed person. -- There should have a validated stock record control. -- Each workers should only have 1 needle on hand and in used. -- all the broken and damage needle shall be replaced by one to one basis.	HIGH				X		Acceptable	Broken needle records & needle were stored in cabinet with lock. Validated stock records for needle were available.
CONTAMINATION CONTROL	E04	Needle Control (Where Applicable)	The facility shall ensure that an appropriate action to find the lost or missing broken needle or part of the needle is undertaken and any relevant log sheet retained. The facility shall ensure that all needle pieces are returned and attached to the record sheet. And if the fragment is unable to be found, there shall be an appropriate action / procedure in place to ensure that the production shall not be contaminated.	CRITICAL				X		Acceptable	1. The sharp tools control procedure was established. 2. The broken needle records were available. 3. The factory had 1 hand hold metal detector. 4. The balance records for sharp tools were available.
CONTAMINATION CONTROL	E05	Metal Detection - (Where Applicable)	The facility shall have in place a metal detection checking policy which takes place before the packing process. The policy shall be set to the appropriate detection levels.	CRITICAL				X		Acceptable	1. The sharp tools control procedure was established. 2. The broken needle records were available. 3. The factory had 1 hand hold metal detector. 4. The balance records for sharp tools were available.
CONTAMINATION CONTROL	E06	Metal Detection - (Where Applicable)	The packing area after metal detection shall be restricted, so that only finished product following metal detection can be packed in it. -- Sharp tools shall not be used in the restricted zone unless specifically authorised by the management. -- Only authorised workers can work in this restricted zone. -- all products being sent to pack in the restricted zone should be go via the metal detectors. No products should go into this zone without metal detection.	HIGH					X		All products had metal parts, not applicable to.

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CONTAMINATION CONTROL	E07	Metal Detection - (Where Applicable)	The facility shall establish and maintain a procedure to ensure the metal detector is calibrated according to the Risk Policy and / or the clients specification. Calibration records must be retained. (It is recommended that the metal detector is calibrated for each 2 hour period, but may vary depending on volumes.) All products shall be subject to metal detection before packing and daily checking records shall be maintained.	HIGH					X	Acceptable	
CONTAMINATION CONTROL	E08	Metal Detection - (Where Applicable)	The facility shall establish and maintain a procedure to ensure that when a metal contaminated product is found, an appropriate action plan is implemented and records kept of the outcome? Contaminated products shall be securely segregated for future checks and analysis.	medium					X	Acceptable	1. The sharp tools control procedure was established. 2. The broken needle records were available. 3. The factory had 1 hand hold metal detector. 4. The balance records for sharp tools were available.
CONTAMINATION CONTROL	E09	Metal Detection - (Where Applicable)	Workers who use the metal detector shall be adequately trained? Only qualified and appointed personnel shall operate the metal detector. Appropriate records shall be maintained to show this.	medium					X	Acceptable	
CONTAMINATION CONTROL	E10	Glass, Brittle, Hard Plastics and Ceramics Control - (Where Applicable)	The factory shall establish and maintain a procedure to ensure that when glass, brittle, hard plastic or ceramics are used in production, the risk of breakage and contamination is managed	medium					X	Acceptable	
CONTAMINATION CONTROL	E11	Glass, Brittle, Hard Plastics and Ceramics Control - (Where Applicable)	The factory shall establish and maintain a procedure to ensure that there is a defined frequency for checking for those glass, brittle, hard plastic and ceramics to prevent potential product contamination	medium					X	Acceptable	Records showed those glass or similar hard and brittle items were checked per day.
CONTAMINATION CONTROL	E12	Drinking Bottles & Cups	The factory shall establish and maintain a procedure to ensure that there is a defined place/station for workers to put their drinking cups / bottles. This shall be away from the production line and machinery, in order to avoid potential product contamination	medium					X	Acceptable	
CONTAMINATION CONTROL	E13	Wooden Control - (Where Applicable)	The factory shall establish and maintain a procedure to ensure that if the use of wood cannot be avoided in the facility, then the risk of wood / splinter contamination to the products is managed and minimised.	medium					X	Acceptable	The factory established wooden control procedure and checking records were available.
CONTAMINATION CONTROL	E14	Wooden Control - (Where Applicable)	The facility shall check all wooden pallets, containers and tools to prevent breakage, dirt, mildew, and insect pest contamination Records shall be kept of the checks	medium					X	Acceptable	The factory established a procedure to check it and checking records were available.
CONTAMINATION CONTROL	E15	Pest Control	The facility shall establish and maintain a pest control programme. Documentation shall be maintained to identify what those controls are. The process shall also identify who carries out the tasks, either if managed by trained facility personnel or an external pest contractor.	medium					X	Acceptable	The pest control procedure was established. And internal sanitizing records were maintained.
CONTAMINATION CONTROL	E16	Pest Control	The programme shall analyse the pest control results in order to ensure continuous improvement of the control programme?	medium	X					Minor	The factory did not analyse the pest control results.
CONTAMINATION CONTROL	E17	Foreign Body Controls	The facility shall establish and maintain effective procedures to eliminate foreign body hazards, dependent upon risk of contamination . (e.g.. Screen protectors, closed windows and doors, protective covers to lights in risk areas etc)	HIGH					X	Acceptable	

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CONTAMINATION CONTROL	E18	Treatment of fumigated materials	The facility shall establish and maintain effective procedures to control heat treatment or use of gas, which is aligned with customer requirements. There must be a valid fumigation certification for every batch of fumigated materials. When the fumigated materials is in use, it must be able to be traced back to the valid fumigation certification	medium						X		Not applicable for the products.
CONTAMINATION CONTROL	E19	Chemical Control - (Where Applicable)	The facility shall establish and maintain an effective Chemical Control Programme. The facility must be able to demonstrate awareness of chemical restrictions in the country the goods are being supplied to	medium						X		Acceptable The factory established chemical control procedure and relevant records were available.
CONTAMINATION CONTROL	E20	Chemical Control - (Where Applicable)	The facility shall have a separate / controlled area for Chemical Storage	medium						X		Acceptable The factory had segregated area to store chemicals.
CONTAMINATION CONTROL	E21	Chemical Control - (Where Applicable)	The facility shall have the MSDS available at the workshop and warehouse. PPE equipment shall be provided	medium						X		Acceptable MSDS was provided and posted at the storage and use area.
CONTAMINATION CONTROL	E22	Chemical Control - (Where Applicable)	There shall be secondary containers to prevent leakage of chemicals. The facility shall maintain spill / leakage equipment and procedures	medium				X				Minor It was noted that some chemicals were not labelled and no secondary containers for some chemical.
CONTAMINATION CONTROL	E23	Chemical Control - (Where Applicable)	Workers engaged in the use of chemicals shall receive appropriate training to use those chemicals. Appropriate PPE equipment shall always be used when handling chemicals	medium				X				Minor It was noted that some workers who used chemicals did not have proper PPE.
CONTAMINATION CONTROL	E24	Water Contamination	The facility shall ensure that any water that comes into contact with articles or materials, during the production process, is of a suitable quality.	medium							X	Not applicable.
E		TOTAL:		24	0	1	3	17	3	85.0%		

Section	Clause	Judgement Criteria / Requirements	Checkpoints	Requirement Weighting	0	1	2	3	N/A	Severity of finding	Observation or Non-Conformance
PRODUCTION SET UP	F01	Specification	The site shall establish and maintain a procedure for the management and validation of the latest production / client specification.	HIGH				X		Acceptable	The factory provided specifications to workers/ inspectors for reference.
PRODUCTION SET UP	F02	Work Order Instruction	The site shall maintain records to demonstrate that Work Order Instructions are created from the agreed controlled Final Specification.	medium				X		Acceptable	Appropriate working instructions were provided and posted.
PRODUCTION SET UP	F03	Production & Setup Sample	The site shall ensure that the Customer Approved Production Sample is available, that it is controlled, stored and maintained responsibly.	medium				X		Acceptable	Customer approved samples were available and well controlled.
PRODUCTION SET UP	F04	Factory Reference Sample	The facility shall establish and maintain a process for the allocation and control of the production reference sample. The reference sample shall be controlled against the final approved customer sample.	medium				X		Acceptable	
PRODUCTION SET UP	F05	Testing	The facility shall establish and maintain a process to ensure that the test strategy (what to test, where, when and why?) is defined early in the development phase. The facility shall ensure, and be able to demonstrate, how the product meets the customer specification and legal requirements.	medium				X		Acceptable	The factory defined what test needed to performed at different stages and relevant testing records were available.
PRODUCTION SET UP	F06	Product / Engineering Change	The facility shall establish and maintain a process to manage, in the event of a change of specification or sample, a clear process, including records, for the implementation of the changes, specifications, production sample, work instruction and approved sample.	medium				X		Acceptable	Product change control procedure and relevant records were available.
PRODUCTION SET UP	F07	Product / Engineering Change	A process shall be in place to ensure that changes are validated to meet all specifications / requirements	medium				X		Acceptable	

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PRODUCTION SET UP	F08	Production Controls	The facility shall determine that where appropriate, equipment shall be set up and transition procedures established, in order to prevent cross contamination from one product or material to another.	medium					X		Acceptable	
PRODUCTION SET UP	F09	Machine Parameter	Machine parameters shall be determined according to the customer approved sample and technical process	medium					X		Acceptable	
PRODUCTION SET UP	F10	Machine Parameter	Machine operational instructions / parameters shall be prepared and followed in the production processes	medium					X		Acceptable	Machine / equipment operational instruction / parameters were prepared and followed.
F		TOTAL:		10	---	0	0	10	0			100.0%

Section	No.	Judgement Criteria / Requirements	Checkpoints	Requirement Weighting	0	1	2	3	N/A	Severity of finding	Observation or Non-Conformance
PRODUCT CONFORMITY	G01	Pre-production meeting and preparation	The facility shall hold pre-production meetings where objectives are set. Appropriate meeting records shall be kept.	MEDIUM				X		Acceptable	The factory conducted pre-production review, relevant records were available.
PRODUCT CONFORMITY	G02	Pre-production meeting and preparation	The facility shall ensure that Pre-Production meetings involve the appropriate representatives from all the related production departments	MEDIUM				X		Acceptable	The pre-production meeting records indicated that representatives from production and quality department had participated.
PRODUCT CONFORMITY	G03	Pre-production meeting and preparation	The meeting shall highlight CCPs for the production and QC/QA	MEDIUM				X		Acceptable	
PRODUCT CONFORMITY	G04	Pre-production meeting and preparation	The facility shall ensure that operational instructions are prepared and posted in appropriate areas for those critical production processes	MEDIUM				X		Acceptable	Working instructions were available for those key production processes.
PRODUCT CONFORMITY	G05	Pre-production meeting and preparation	The Facility shall ensure that machine parameters are established and determined. User work instructions shall be posted and/or easily accessible close to the machines	MEDIUM				X		Acceptable	The production samples were controlled. The samples were approved and signed with comments by the quality department and sales department.
PRODUCT CONFORMITY	G06	Control sample / approved sample	The facility shall control each of the production samples. The samples shall be approved and signed with comments by the facility quality assurance department	CRITICAL				X		Acceptable	First output/ pilot run inspection was arranged, and the inspector had the necessary authority to stop or change the production to address quality issues.
PRODUCT CONFORMITY	G07	cutting (straight knife cutting)	The Facility shall develop and follow a Cut Plan. The Cut Plan shall be based on marker yield, available fabric quantity, dye lots, order size and assortment to maximize the cut qty in order to minimize the consumption per piece.	MEDIUM					X		Not applicable.
PRODUCT CONFORMITY	G08	cutting (straight knife cutting)	The Facility shall ensure sufficient Fabric Relaxation is conducted for Knit and elastic fabric. Fabric going through relaxation shall be clearly labelled to show the relaxation time. Relaxation time shall be no less than 24 hours	MEDIUM					X		Not applicable.
PRODUCT CONFORMITY	G09	cutting (straight knife cutting)	The Facility shall ensure Ply Control is available for all the different types of fabric in use in the manufacturing process. Ply Control information shall be documented and retained	MEDIUM					X		Not applicable.
PRODUCT CONFORMITY	G10	cutting (straight knife cutting)	The Facility shall have the capability to perform Stripe and Checker cutting, in line with the client's product specification	MEDIUM					X		Not applicable.
PRODUCT CONFORMITY	G11	cutting (straight knife cutting)	The Facility shall establish a panel/bundle system to prevent the mixing of panels in the sewing process, so as to minimise any issues of shading inconsistencies	MEDIUM					X		Not applicable.
PRODUCT CONFORMITY	G12	cutting (straight knife cutting)	The Facility shall ensure Panels are inspected before being sent for sewing. Records of the panel inspection shall be maintained	MEDIUM					X		Not applicable.
PRODUCT CONFORMITY	G13	Die cut	The Facility shall ensure that prior to cutting, the cut mould is checked against the pattern for accuracy	MEDIUM				X		Acceptable	The factory conducted inspection on cutting mould prior to product.

Softline Facility Technical Audit Check Points

PRODUCT CONFORMITY	G14	Die cut	The Cut Mould shall be stored safely and securely, with any sharp edges protected, to ensure it is kept in a good and defect free condition.	MEDIUM				X	Acceptable	Cutting moulds were put on the shelves.
PRODUCT CONFORMITY	G15	Die cut	The facility shall ensure that the number of layers being cut at any one time are suitably controlled	MEDIUM				X	Acceptable	The work instruction for die-cutting process was available.
PRODUCT CONFORMITY	G16	Die cut	The facility shall ensure that panel dimensions are checked after cutting	MEDIUM				X	Acceptable	The inspection records on cutting pieces were maintained, and the inspection items included size & appearance.
PRODUCT CONFORMITY	G17	Decorative process - Embroidery & Printing	The Facility shall establish output inspections for first outputs. Inspection records shall be maintained. Embroidery first outputs shall also check thread colour/thickness/density, artwork, backing interlining, broken of fabric, stain, position... etc. The printing first output shall check colour, paste quality, artwork, odour, position, texture to touch... etc. If decorative processes are completed by 3rd parties, the Facility shall check the first output from the 3rd party	MEDIUM				X	Acceptable	
PRODUCT CONFORMITY	G18	Decorative process - Embroidery & Printing	The Facility shall ensure that the cut panels/semi-finished panels/finished products produced after the decorative process shall be subject to 100% inspection before sending on for further processing. Inspection records shall be kept. If the decorative process is conducted by a 3rd party, the Facility shall perform a 100% check on each batch before sending to the 3rd party	MEDIUM				X	Acceptable	
PRODUCT CONFORMITY	G19	First output or pilot run	The Facility shall establish and maintain a first output/pilot run inspection process	MEDIUM				X	Acceptable	Pilot run inspection records were available.
PRODUCT CONFORMITY	G20	First output or pilot run	The Facility shall retain (and make available to the auditor) any first run inspection reports. The Facility shall implement any corrective actions and address any defects raised in the first run inspection report. The Facility shall be able to demonstrate any actions that have been done as part of the inspection process	MEDIUM				X	Acceptable	
PRODUCT CONFORMITY	G21	In-process Quality Control (cut & sewn)	Work Instructions/procedures shall be made available in the workers local language, to cover the workers, in-line QC, end-line QC and finished goods inspections	MEDIUM				X	Acceptable	1/ For in-process inspection, the inspection instruction defined that the factory should conduct patrol inspection, the sample size was 10 pcs per 2 hours per station, Cri: Ac: 0, Re: 1; Maj: Ac: 1, Re: 2; Min: Ac: 2, Re: 3; 2/ The work order instructions were created from the agreed controlled final specification.
PRODUCT CONFORMITY	G22	In-process Quality Control (cut & sewn)	The In-line QC checks for cut & sewn items shall be established at appropriate check points. The Facility shall keep records to demonstrate the effectiveness of the checks	MEDIUM				X	Acceptable	
PRODUCT CONFORMITY	G23	In-process Quality Control (cut & sewn)	The end-line QC shall perform 100% inspection before finishing/packing. Any identified defects shall be returned for rework	CRITICAL				X	Acceptable	The factory conducted 100% inspection before packing process.
PRODUCT CONFORMITY	G24	In-process Quality Control (cut & sewn)	Defective items shall be identified and segregated from good stock. The Facility shall establish and maintain an effective Defect rework process	MEDIUM				X	Acceptable	(1) The factory conducted 100% inspection before packing process. (2) The nonconforming products on site were identified.
PRODUCT CONFORMITY	G25	In-process Quality Control (Sweater)	The Facility shall prepare a Knitting Production Sheet. It shall be set out according to the shade/dye lots of yarn	MEDIUM				X		Not applicable.
PRODUCT CONFORMITY	G26	In-process Quality Control (Sweater)	The Facility shall perform Mock Up tests to check panel dimension, density and weight before bulk production commences. Records shall be maintained of these checks	MEDIUM				X		Not applicable.
PRODUCT CONFORMITY	G27	In-process Quality Control (Sweater)	The In-line QC checks for sweater items shall be established at appropriate check points. The Facility shall keep records to demonstrate the effectiveness of the checks	MEDIUM				X		Not applicable.

Softline Facility Technical Audit Check Points

PRODUCT CONFORMITY	G28	In-process Quality Control (Sweater)	The end-line QC shall perform 100% inspection after Panel Knitting. Records of the inspections shall be retained. Any identified defects shall be returned for rework	MEDIUM					X		Not applicable.
PRODUCT CONFORMITY	G29	In-process Quality Control (Sweater)	The Facility shall conduct 100% inspection after assembly. A Lighting Dummy shall be used. Inspection records shall be maintained	MEDIUM					X		Not applicable.
PRODUCT CONFORMITY	G30	In-process Quality Control (Sweater)	The end-line QC shall perform 100% inspection after Laundry. Records of the inspections shall be retained. Any identified defects shall be returned for rework	MEDIUM					X		Not applicable.
PRODUCT CONFORMITY	G31	In-process Quality Control (Sweater)	Defective items shall be identified and segregated from good stock. The Facility shall establish and maintain an effective Defect rework process	MEDIUM					X		Not applicable.
PRODUCT CONFORMITY	G32	Garment Laundry / Laundry / dyeing	The Facility shall establish output inspections for first outputs. Inspection records shall be maintained. first outputs shall also check colour, shade band, hand feel, washing effect, odour, damage, smell, measurement/dimension ... etc. The printing first output shall check colour, paste quality, artwork, odour, position, texture to touch... etc. If Laundry processes are completed by 3rd parties, the Facility shall check the first output from the 3rd party	MEDIUM					X		Not applicable.
PRODUCT CONFORMITY	G33	Garment Laundry / Laundry / dyeing	Semi finished and Finished goods shall be subject to 100% inspection before sending for further processing. Inspection records shall be maintained.	MEDIUM					X		Not applicable.
PRODUCT CONFORMITY	G34	Ironing / pressing table condition	The ironing tables shall be maintained in a clean state. The table cover shall be clean and shall be without water marks	MEDIUM					X		Not applicable.
PRODUCT CONFORMITY	G35	Ironing / pressing table condition	The facility shall ensure that garments are free of moisture after pressing. If the facility is using Dry Steam or Air Sucking equipment during pressing then the facility shall ensure that garments are free of excessive moisture before packing. If Dry Steam or Air Sucking equipment is not in use, then garments shall be stored in a dry place for at least 24 hours before packing	MEDIUM					X		Not applicable.
PRODUCT CONFORMITY	G36	Ironing / pressing table condition	The Facility shall ensure that the dimensions of the garment after pressing still fit within the customer's measurement tolerances.	MEDIUM					X		Not applicable.
PRODUCT CONFORMITY	G37	Finished and packing	The Facility shall ensure a packing approval process for first output packing. The process shall include a review of barcodes and labelling accuracy	MEDIUM					X		Acceptable
PRODUCT CONFORMITY	G38	Finished and packing	The Facility shall establish an AQL, or other equivalent, inspection for the finished goods before shipment. The Facility shall identify and segregate any defects. Where a failure is recorded, appropriate corrective action shall be implemented. Records shall be maintained	CRITICAL					X		Acceptable The factory conducted finished products inspection according to : (1) If client had designated inspection requirement, factory would fully perform the requirements. (2) If client did not have any special requirements: Factory conducted final inspection based on MIL-STD-105E, Level: II, AQL: 0/1.5/2.5.
PRODUCT CONFORMITY	G39	Testing (external and internal)	The Facility shall maintain evidence to demonstrate that all applicable products are subject to analysis or testing to confirm product safety, legality and quality. Any third party lab reports should be retained and made available for auditor review	MEDIUM					X		Acceptable
PRODUCT CONFORMITY	G40	Testing (external and internal)	CCPs shall be established to identify areas where in-house testing can be conducted. The facility shall ensure such identified tests are appropriately conducted	MEDIUM					X		Acceptable

Softline Facility Technical Audit Check Points

PRODUCT CONFORMITY	G41	Testing (external and internal)	The Facility shall maintain a Light Box for use in the colour approval process	MEDIUM				X		Acceptable	
PRODUCT CONFORMITY	G42	Reject / Reworked Product Handling	The Facility shall establish and maintain a clear Defective Handling Procedure. All defectives in production shall be segregated, labelled, recorded and defects analysed. The reworked product shall be resubmitted to the production line for inspection and testing. Records of rework and subsequent inspection shall be maintained. Evidence of defect analysis and resulting corrective actions shall be maintained and made available for auditor review.	MEDIUM				X		Acceptable	(1) Nonconforming products control procedure was established. (2) The factory conducted 100% inspection before packing section. (3) The nonconforming products on site were identified.
F		TOTAL:		42	0	0	0	24	18		100.0%

Section	Clause	Judgement Criteria / Requirements	Checkpoints	Requirement Weighting	0	1	2	3	N/A	Severity of finding	Observation or Non-Conformance
ADMINISTRATION AND TRAINING	H01	Organisation & Structure	An organisation chart shall be in place and show the management structure.	MEDIUM				X		Acceptable	The factory had written organization chart.
ADMINISTRATION AND TRAINING	H02	Deputising Cover	Personnel who are crucial to the implementation of the QMS and responsibility for the production of safe and legal products (i.e. manage CCP) must have a documented deputy cover.	MEDIUM				X		Acceptable	Documented deputy was available.
ADMINISTRATION AND TRAINING	H03	Job Details and Organisation	There shall be clear definition of functions, roles and responsibilities for core members. (i.e. Designer, Technicians, Engineers, Pattern Maker...etc.) Written job descriptions should be available for the core roles.	MEDIUM				X		Acceptable	Responsibilities and authorities for core roles were clearly defined, and written job description was available.
ADMINISTRATION AND TRAINING	H04	Training - Worker Qualification	Workers must have appropriate qualifications and training to perform their assigned tasks (e.g. Chemical Handling, heavy machinery use, Assembly workers, QA/QC, Ironing, CAD/CAM...etc.) Sufficient supervisory support shall be provided where needed. Relevant training records shall be maintained.	HIGH				X		Acceptable	Yearly training plan was established, and relevant training records were available.
ADMINISTRATION AND TRAINING	H05	Performance Review	The continual competency of employees shall be reviewed at defined intervals and re-training provided where necessary.	MEDIUM				X		Acceptable	Through on site observation & employee interview, the employee could skilfully operate the production equipment.
ADMINISTRATION AND TRAINING	H06	Hygiene	The facility shall establish and maintain a policy regarding personnel hygiene requirements. Relevant training shall be provided as necessary (Such as: food policy, wearing of Jewellery & rings,...etc.) ** note wedding bands are typically allowed. Any other such exclusions shall be documented in the policy.	MEDIUM				X		Acceptable	Personnel hygiene policy was established, and training records were available.
ADMINISTRATION AND TRAINING	H07	Inspectors	Inspectors shall be independent to the production team. They shall have the necessary authority to stop goods being shipped.	HIGH				X		Acceptable	The inspectors were independent to the production team, and has necessary authority to stop goods being shipped.
H		TOTAL:		7	---	0	0	7	0		100.0%

④ FACTORY EVALUATION REPORT: SUPPORTING PHOTOGRAPHS

Report Number	FR14081777.1.1.01	Factory Name	Shantou Jinxiang Craft Products Co., Ltd.
Auditor	Potter Yang	Date	11-Nov-2021



Clause ----
Description Factory's main entrance



Clause ----
Description Factory's name



Clause ----
Description Office building



Clause ----
Description Production building



Clause ----
Description PU storage



Clause ----
Description Hardware storage

UL FACTORY EVALUATION REPORT: SUPPORTING PHOTOGRAPHS

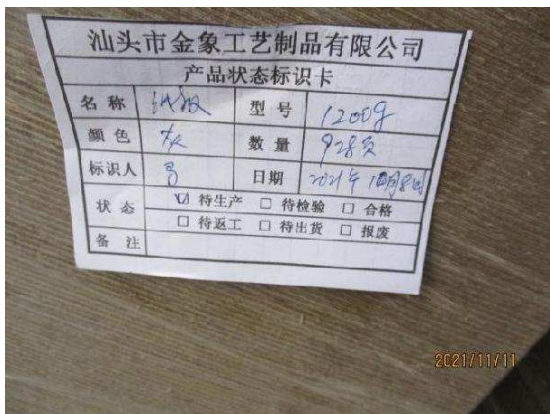
Report Number	FR14081777.1.1.01	Factory Name	Shantou Jinxiang Craft Products Co., Ltd.
Auditor	Potter Yang	Date	11-Nov-2021



Clause	----
Description	Sewing thread storage



Clause	----
Description	Paper board storage



Clause	----
Description	Identification label



Clause	----
Description	IQC work area



Clause	----
Description	Cutting section



Clause	----
Description	Die cutting machine

UL FACTORY EVALUATION REPORT: SUPPORTING PHOTOGRAPHS

Report Number	FR14081777.1.1.01	Factory Name	Shantou Jinxiang Craft Products Co., Ltd.
Auditor	Potter Yang	Date	11-Nov-2021



Clause	----
Description	Molds storage



Clause	----
Description	Die cutting section



Clause	----
Description	Storage Semi-finished products



Clause	----
Description	Fusing section



Clause	----
Description	Gluing section



Clause	----
Description	Spraying station (not in operation)

UL FACTORY EVALUATION REPORT: SUPPORTING PHOTOGRAPHS

Report Number	FR14081777.1.1.01	Factory Name	Shantou Jinxiang Craft Products Co., Ltd.
Auditor	Potter Yang	Date	11-Nov-2021



Clause	----
Description	Sharp tool was tied



Clause	----
Description	First article sample



Clause	----
Description	Sewing workshop



Clause	----
Description	WI was posted



Clause	----
Description	Storage of needles and sharp tools



Clause	----
Description	Assembly section

U_L FACTORY EVALUATION REPORT: SUPPORTING PHOTOGRAPHS

Report Number	FR14081777.1.1.01	Factory Name	Shantou Jinxiang Craft Products Co., Ltd.
Auditor	Potter Yang	Date	11-Nov-2021



Clause	----
Description	First article sample



Clause	----
Description	100% inspection before packing



Clause	----
Description	Packing area



Clause	----
Description	Finished goods warehouse



Clause	----
Description	Measure equipment for IQC



Clause	----
Description	Hand hold metal detector

FACTORY EVALUATION REPORT: SUPPORTING PHOTOGRAPHS

Report Number	FR14081777.1.1.01	Factory Name	Shantou Jinxiang Craft Products Co., Ltd.
Auditor	Potter Yang	Date	11-Nov-2021



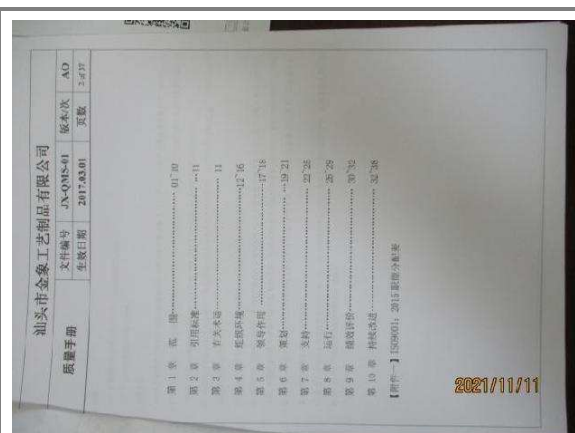
Clause	----
Description	Show room



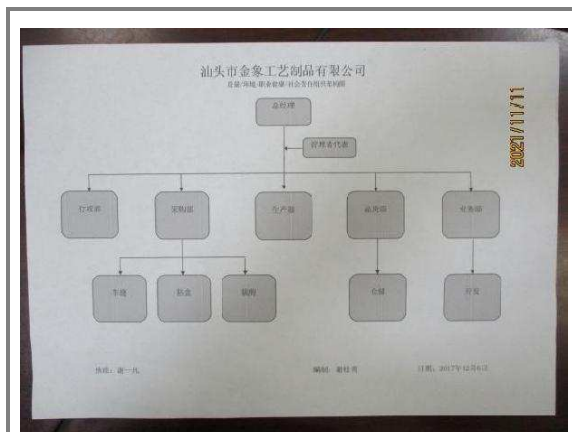
Clause	----
Description	Products for JLP



Clause	----
Description	Business license



Clause	----
Description	Quality manual



Clause	----
Description	Organization chart

日期	设备名称/型号	责任人	实际断针数量	断针原因	是否采取措施	备注
2021.10.28	设备	黄亚明	1	✓		4
2021.10.6	设备	黄亚明	1	✓		4
2021.10.5	设备	黄亚明	1	✓		4
2021.10.1	设备	黄亚明	1	✓		4
2021.10.17	设备	黄亚明	1	✓		4
2021.10.19	设备	黄亚明	1	✓		4
2021.10.2	设备	黄亚明	1	✓		4
2021.10.18	设备	黄亚明	1	✓		4
2021.10.28	设备	黄亚明	1	✓		4

Clause	----
Description	Broken needle records

FACTORY EVALUATION REPORT: SUPPORTING PHOTOGRAPHS

Report Number	FR14081777.1.1.01	Factory Name	Shantou Jinxiang Craft Products Co., Ltd.
Auditor	Potter Yang	Date	11-Nov-2021



汕头市金象工艺品有限公司
合格供应商名单

序号	供应商名称	供应产品	供货地址	负责人	联系电话	供货时间
1	陈江源	线材	广东省汕头市金平区金平街道二龙社区	陈江源	130-48708810	
2	陈江源	线材	广东省汕头市金平区金平街道二龙社区	王小明	130-48708810	
3	大正纺织	线材	广东省汕头市金平区金平街道二龙社区	王小明	130-48708810	
4	陈江源	线材	广东省汕头市金平区金平街道二龙社区	王小明	130-48708810	
5	陈江源	线材	广东省汕头市金平区金平街道二龙社区	王小明	130-48708810	
6	陈江源	线材	广东省汕头市金平区金平街道二龙社区	王小明	130-48708810	
7	陈江源	线材	广东省汕头市金平区金平街道二龙社区	王小明	130-48708810	
8	陈江源	线材	广东省汕头市金平区金平街道二龙社区	王小明	130-48708810	

日期: 2021.5.5

Clause	----
Description	Supplier list



Clause	----
Description	Calibration certificates



Clause	A15, B08
Description	Sewing threads were not labelled



Clause	A15, B08
Description	Accessories were not labelled



Clause	B07
Description	Some finished products were stored on the ground directly



Clause	B07
Description	Some raw materials were stored against the wall

UL **FACTORY EVALUATION REPORT: SUPPORTING PHOTOGRAPHS**

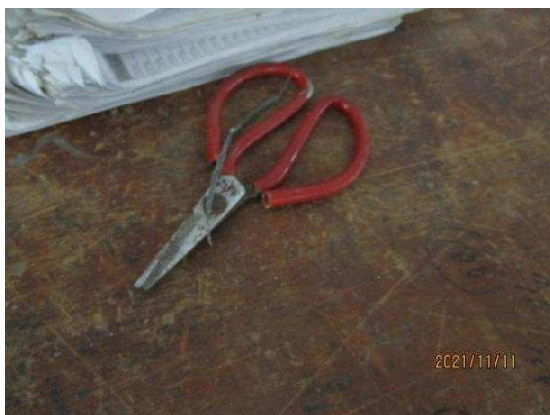
Report Number	FR14081777.1.1.01	Factory Name	Shantou Jinxiang Craft Products Co., Ltd.
Auditor	Potter Yang	Date	11-Nov-2021



Clause	D08
Description	Worker who used chemicals without active carbon mask



Clause	E01
Description	Break away blade was used in the factory



Clause	E01
Description	Scissors was not tied



Clause	E22
Description	Chemical without label and secondary container



1. FACTORY EVALUATION BOOKING FORM

1A. Required details

Requested/Preferred Audit Date			
Date of Application	11-Nov-2021	Requested/preferred Audit Date	11-Nov-2021
Audit Type	Follow Up Audit	If 'other' please describe:-	
Payment Currency	USD		
Audit Fee shall be paid by:-	Other (**Please complete Section 1F)		
Booked contract person	Yoyoo Peng	Position	Merchandiser
Contact Phone number	86-0755-66642939-837	Contact Email address	yoyoopeng@glorious-home.com
Booked company name	GLORIOUS HOME COMPANY LIMITED		
If you are not the Supplier/Vendor, or factory, please status your role in the supplier chain.			

NOTE: If you change the Payment Currency after the audit, we may charge for the handling fee USD100 accordingly.

1B. AUDIT PROGRAMME DETAIL

Audit Performed for:	JOHN LEWIS
If the product is for Waitrose complete the below 3 questions:	

1C. Supplier Information

Supplier Company Name	Glorious Home Co. LTD		
Supplier Address	Unit 513B,5F,Fuk Shing Comm Bldg,28 On Lok Mun Street,		
Supplier Country	CHINA	Supplier Zip/Postcode	
Supplier Contact Person	Sandy	Supplier Contact Position	GENERAL MANAGER
Supplier Contact Person Phone Number	00852-26760833	Supplier Contact Email	sandyzhang@glorious-art.com
Do you supply JLP "directly" or "via another supplier"?	Yes - I am the direct supplier	If "No", please provide the direct supplier name:	

1D. Factory Information (site for Audit)

Factory Name (English)	Shantou JinXiang Craft Products Co., Ltd.		
Factory name (Local Language if applicable)	汕头市金象工艺制品有限公司		
Factory Address (English)	JinYuan Industrail Park,XinXi Town, ShanTou City,Guangdong		
Factory Address (Local Language if applicable)	(广东省汕头市新溪镇金源工业区)		
Factory City / Province	Shantou		
Factory Country	CHINA	Factory Zip/Postcode	515022
Factory Contact Person	Bill Fang	Factory Contact Position	
Factory Contact Phone Number	15994818449	Factory Contact Email	Billfang@chenghui-intl.com

1E. Client Technologist Information

JLP Sourcing Office	JLP_HK
Your Client Technologist Contact Name	Jo Lai
Your Client Technologist Contact Email	jo.lai@johnlewis.co.uk

Dissection Code (3 digits only)	742	Buying Office	Gift&candles
UK Technologist Name for the Dissection	Liam Jones	Buying Group	JLP-HK
Technologist email	liam.x.jones@johnlewis.co.uk	Directorate	Home



2. FACTORY PROFILE

2A. FACTORY INFORMATION

Factory Name	Shantou JinXiang Craft Products Co., Ltd.		
Business License No.	440500000077813	Valid until	
Date of Establishment	12/15/2003	Type of Business	manufacture/processing

2B. PRE AUDIT INFORMATION PROVIDED TO UL (Y/N)

UL Factory Profile Completed & Returned		Copy Of Site Plan Supplied to UL	
Copy of Quality Policy / Manual Supplied		Copy Of Product Risk Analysis & CCP's Supplied	
Copy Of Site Organization Chart Supplied		Copy Of Production Process Flow Supplied	

2C. FACTORY OPERATIONS (* Please fill by square meters)

Products / Items Manufactured:	jewellery box, home storage items, home decoration items		
Material Stores (sq M):	2,511	Administration Area (sq M):	418
Production Area (sq M):	2,230	Dormitory, Kitchen & Canteen (Sq M):	2,623
Finished Goods Storage (sq M):	1,115	Total floor area (sq M):	8,897

Major Customers				
and Export Countries	USA			

Average loading % per month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
(*Fully load for each month is 100%)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

2D. MANPOWER DETAILS

Department / Position	No. of Staff	Department / Position	No. of Staff
Supervisors/Managers:	3	Quality Control Staff:	1
Administration Staff:	4	Production Workers:	36
Engineering Staff:	2	Others:	4
Total:	50		

Ratio of Permanent vs Contract Workers:	:	Production Shift (Hrs/Shift, Shifts/Day):	8 hours/ shift, 1 shift/ day
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2E. SUBCONTRACTOR NAMES (if any)

Sub-Contractor Name:	Shi hacheng textile		
Address:	Room 105, Building T13, Huanancheng Textile district, Pinghu, Longgang District, Shenzhen City, Guangdong		
Key Process	Silk screen	% of overall:	100%
Contact Person:	Li Si Hua	Contact Tel:	13,418,988,977

Sub-Contractor Name:	Yi Xin hachine embroidery		
Address:	Block D, Building 20, No.1 Industrial Zone, Shapuwei, Bao'an District, Shenzhen, Guangdong		
Process / Material:	Embroidery	% of overall:	100%
Contact Person:	Chen YX	Contact Tel:	18,929,112,203

2F. FACTORY SENIOR MANAGERS (Who will attend the Audit Y/N)

Name	Position	Attend audit	Name	Position	Attend audit
SILNA WANG	General Manager				

2G. MANAGEMENT SYSTEMS IMPLEMENTED (BRC, ISO9001, ISO14001, GMP, SMETA... etc)

Type of System	Issue Date	Expiry Date	Issued By	Remarks
SMETA	27-Dec-2019	27-Dec-2020	Global Group	

2H. MACHINERY DETAILS AT FACTORY

Item	Description	Brand	Model	Capacity	Age of machines	Condition	No. of machines
A separate machine list provided:		-- Pls Select --	** If you supply a separate machine list, please leave below blank.				
1	cutting						
2	laminating						



2. FACTORY PROFILE

3	stitching machine						
4							
5							
6							

2I. HARDWARE, SOFTWARE & SPECIALIST EQUIPMENT

Is there any specialized equipment, information technology / software to perform any of the activities?

-- Pls Select --

If yes, please fill-in the details:-

Details:

Is there an in-House laboratory? If yes, please list below testing performed:

-- Pls Select --

Is the in-house Laboratory Accredited for the below tests?

-- Pls Select --

Details:

2J. PRODUCTION PROCESS FLOW

Sequence	Process activities (section/department)	Number of Lines (or machines)	No. of workers	Estimated maximum hourly output
A separate process flow provided:		-- Pls Select --	** If you supply a separate production process flow, please leave below blank.	
1	cutting	6	2	
2	laminating	1	14	
3	assemble	0	11	
4	packing	0	6	
5				

3. John Lewis & Partners

Factory Profile Pre Audit Questionnaire (PAQ)

FACTORY DETAILS	
Supplier Name	Glorious Home Co. LTD
Factory Name	Shantou JinXiang Craft Products Co., Ltd.
Factory Address	JinYuan Industrail Park,XinXi Town, ShanTou City,Guangdong
Factory CITY	Shantou
Factory City / Province	Shantou
Factory Country	CHINA
Postcode	515022
Telephone	15994818449
GPS Coordinates (if available)	
Website	

KEY CONTACTS			
NAME	Bill Fang	MOBILE NUMBER	15994818449
POSITION	QA MANAGER	DIRECT LINE TELEPHONE	
(if 'Other Role', please state)		EMAIL ADDRESS	Billfang@chenghui-intl.com
NAME		MOBILE NUMBER	
POSITION		DIRECT LINE TELEPHONE	
(if 'Other Role', please state)		EMAIL ADDRESS	

STRATEGIC INFORMATION			
	Primary Category	Secondary Category	Additional Category
Categories of Supply	Adult Jewellery & Accessories, excl. Footwear	Other Home and Home Accessory product not identified above	
Department of Supply			

ANNUAL TURNOVER for John Lewis & Partners (in GBP (£))	GBP 280,000
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QUESTIONNAIRE			
Has this Factory Supplied John Lewis Partnership before?	YES	If Yes, When?	from 2017
	Primary Category	Secondary Category	Additional Category
If Yes, what products were supplied?	Adult Jewellery & Accessories, excl. Footwear	Other Home and Home Accessory product not identified above	
Product Risk Level	0		
Description			

What Type of products are currently made at the factory?	bag, jewellery boxe, mirror, embroidery, badge		
What is the value of the proposed business with John Lewis & Partners?	£25,000 or greater per annum		
Does the factory supply product containing wood or paper?	NO	Does the factory supply product containing Palm Oil or Palm Oil derivatives?	NO

What Metal Contamination Policy does the factory have in place?	Narrative text/description
What Incoming QC Policy does the factory have in place?	Narrative text/description
What Component batch Code Policy does the factory have in place?	Narrative text/description